

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

NOV 3 1995

NI 24.96


## MEMORANDUM TO AGENCY RECORDS OFFICERS: Guidelines on Paper Acquisition and Management of Paper Records

By now, you should have received a copy of NARA Bulletin 95-7, Procurement of writing, copying, and printing papers for Federal records. This bulletin was also sent to Federal agency printing officers and procurement officers to facilitate your ability to procure the appropriate paper(s) for your agency's use. In addition to the information in the bulletin, please keep in mind the following:

- Public Law 101-423 does not mandate Federal use of any particular paper.
- All papers identified in the bulletin can be recycled.
- The alkaline paper manufacturing process described in paragraph 3a of the bulletin not only costs less than the acid process, but it is also much better for the environment.
- Papers listed in the bulletin are available from the sources provided in paragraph 6c; other sources are unlikely to be familiar with these products.

The Second Report to Congress on the Joint Resolution to Establish a National Policy on Permanent Papers, including the law as Appendix A, and other records management and archival information are available on the NARA information server at <http://www.nara.gov>. The report is found under Information for Archivists and Records Managers/Federal Records Management Information.

Many agencies store paper records in their own space for extended periods of time. The enclosed information sheet provides guidelines for the care of paper records.

  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Enclosure

**TO: Heads of Federal agencies**

**SUBJECT: Procurement of writing, copying, and printing papers for Federal records**

1. **Purpose.** This bulletin advises agencies to procure permanent and alkaline paper grades routinely to create all Federal records. This recommendation complies with Public Law (Pub.L.) 101-423, Executive Order (E.O.) 12873, and Environmental Protection Agency (EPA) guidance. Information on cost and availability of paper grades is also provided.

2. **Expiration.** This bulletin expires September 30, 1997.

3. **Background.**

a. Papers used for most documents and publications since the mid-nineteenth century were highly acidic. The acid in these papers greatly accelerates their deterioration and is a principal threat to our documentary heritage. In the past, the cost of acid-free papers was generally prohibitive. In recent years, the pursuit of inexpensive papermaking techniques has resulted in an increasing replacement of acidic pulps with more economical alkaline pulps. Fortunately, the alkaline process also extends paper life by many decades.

b. Public Law 101-423, A Joint Resolution to Establish a National Policy on Permanent Papers, establishes as the policy of the United States that Federal records, books, and publications of enduring value be produced on acid-free permanent papers. The Joint Resolution further recommends that Federal agencies require the use of acid-free permanent paper for publications of enduring value produced by the Government Printing Office or by Federal grant or contract, using the specifications for such paper established by the Joint Committee on Printing; and that agencies require the use of archival quality acid-free papers for permanently valuable Federal records and confer with NARA on the requirements for paper quality.

c. Executive Order 12873, "Federal Recycling, Acquisition, and Use of Environmentally Preferable Products and Services," section 504, and EPA's Recovered Materials Advisory Notice (60FR21386) establishes minimum percentages for recovered waste and post-consumer waste for printing and writing papers. Although many permanent and alkaline papers contain a significant percentage of recycled material, most do not meet the percentages specified by the E.O. and EPA's guidance. However, sections 502(2) and 504(1) of the E.O. authorize agencies to select papers that do not meet content percentages when available it may fail to meet reasonable performance standards.

**(2) When paper is the selected format for Federal records:**

- Make two-sided copies.
- Use letter-size instead of legal-size paper.
- Use envelopes without plastic windows and self-adhesive glue. Adhesives and plastics cannot readily be recycled with paper.

**6. Cost and availability of paper for Federal records.**

a. In recent years, the cost of permanent paper was two to four times more than generic paper and the cost of alkaline paper was one-third more than generic paper. However, a recent survey showed only a 5% difference between comparable permanent, alkaline and generic xerographic paper grades with the permanent paper grade costing the least. Agencies should, on a continuing basis, check and compare prices. If, at a given time, there is a significant cost difference between permanent, alkaline, and generic paper grades, NARA will work with agencies to identify specific series of permanently valuable records that can be created on permanent paper without excessive cost.

b. Unless authorized by the Joint Committee on Printing (JCP), Federal departments, establishments and services in the District of Columbia must procure blank paper, including writing, copying, and printing papers through GPO in accordance with 44 U.S.C. 1121. Locations outside of the Washington metropolitan area should procure paper through normal supply channels such as the Government Printing Office (GPO) and the Federal Supply Service of the General Services Administration (GSA) in accordance with the Federal Information Resources Management Regulation (FIRMR) bulletin B-4.

c. Attached is a complete list of all JCP specified alkaline and permanent paper grades, including GSA National Stock Numbers (NSN) when available. The JCP standard specifications are available in the "Government Paper Specification Standards, No. 10" on a subscription basis through the Superintendent of Documents. For purchases and further information, customers may contact GPO's Chief, Paper and Materials Control Section at 202-512-9208, FAX 202-512-1569 and GSA's Procurement and Contracting Office at 212-264-3252, FAX 212-264-4920.

**7. NARA assistance.** Records officers are encouraged to contact their designated NARA appraisal archivists for assistance in selecting the appropriate paper for agency records series. Questions may also be directed to the NARA Office of Records Administration, Agency Services Division at 301-713-6677, FAX 301-713-6850, TDD 301-713-6760.

**JOHN W. CARLIN**  
Archivist of the United States

Attachment

## LIST OF PAPERS FOR

### FEDERAL RECORDS

Following is the complete list of all permanent and alkaline paper grades specified by the Joint Committee on Printing (JCP) which are available from the Government Printing Office (GPO). Compatible General Services Administration (GSA) National Stock Numbers (NSN) are also listed.

The list begins with permanent and alkaline papers especially well-suited for routine use in laser printers and high speed xerographic copiers since most Federal records result from these processes. Annotations helpful to the average user are offered.

For prices and further information, customers may contact: GPO's Chief, Paper and Materials Control Section at 202-512-0208, FAX 202-512-1569 and GSA's Procurement and Contracting Office at 212-264-3252, FAX 212-264-4920.

### LASER AND XEROGRAPHIC PAPERS

#### Permanent:

1. \* GSA NSN 7530-01-398-2656 25% Bond, White, 20 lb., 8-1/2"x11" (meets JCP G40)
2. GSA NSN 7530-01-398-2654 Plain Copier, Xerographic, White, 20 lb., 8-1/2"x11" (meets JCP O60)
3. GSA NSN 7530-01-398-2655 Plain Copier, Xerographic, White, 20 lb., 8-1/2"x14" (meets JCP O60)
4. JCP G40-Option A, 25% Bond, White and Colored. For stationery, forms, legal documents, ledgers, etc. which are used in high speed photocopiers, laser printers, plain paper telefacsimile machines, and impact-type computer printers and with pen or pencil. Above average performance for two-sided copying and erasing quality. Watermarked with U.S. seal, year, and recycled symbol.
5. JCP G60-Option A, Opacified Bond, White and Buff. Greater opacity than G40. Uses and watermark same as G40.
6. JCP C60-Option A, Plain Copier, Xerographic, White, Natural, and Colored. For high speed photocopiers, laser printers, and plain paper telefacsimile machines.

\* Meets recovered and postconsumer materials percentages cited in Executive Order 12873, Federal Recycling, Acquisition, and Use of Environmentally Preferable Products and Services

**Alkaline:**

7.\* GSA NSN 7530-01-398-2652 Recycled Plain Copier, Xerographic, White, 20 lb., 8-1/2"x11" (meets JCP 065)

8.\* GSA NSN 7530-01-398-2653 Recycled Plain Copier, Xerographic, White, 20 lb., 8-1/2"x14" (meets JCP 065)

9. JCP 065, Recycled Plain Copier, Xerographic (when ordering from GPO, request special alkaline modification). For high speed photocopiers, laser printers, and plain paper telefacsimile machines.

\* Meets recovered and postconsumer materials percentages cited in Executive Order 12873, Federal Recycling, Acquisition, and Use of Environmentally Preferable Products and Services

**ADDITIONAL PAPERS COMMONLY USED IN OFFICES**

**Permanent Papers:**

10. JCP A270 Uncoated Permanent Book, White and Cream White. For two-sided offset printing of books, pamphlets, maps, etc.

11. JCP H30-Option A, Imitation Parchment, Laser-Finish, White and Colored. For high-quality offset printing of certificates, etc. Suitable for line illustrations and embossing. The 24 pound weight can be used in photocopiers and laser printers.

**Alkaline Papers:**

12. JCP A60-Option A, Offset Book (w/postconsumer material content). For two-sided printing of books, catalogs, folders, etc. The 80 pound weight is suitable for posters. Contains a minimum of 20% postconsumer material.

13. JCP A61-Option A, No. 1 Offset Book, Smooth-Finish. For highest quality two-sided offset printing.

14. JCP A75-Option A, Light Weight Offset Book (Bible Paper).

15. JCP A80-Option A, Opacified Offset Book.

16. JCP A90-Option A, Vellum-Finish Book.

17. JCP A180-Option A, Litho (Gloss) Coated Book. For high quality offset printing of books.

22. JCP K10-Option A, Index, White and Colored. For two-sided printing of cards, forms, notices, posters, covers, etc. that are used in typewriters and with pen or pencil.
23. JCP L10-Option A, Litho (Gloss) Coated Cover, White and India Tint. Uses same as A180, but as a cover paper.
24. JCP L20-Option A, Vellum-Finish Cover, White and Colored.
25. JCP L23-Option A, Offset Cover.
26. JCP L50-Option A, Matte Coated Cover.
27. JCP L60-Option A, Dull Coated Cover.